	Georgia Technology Authority	
Doc Ref Number:	ENT-02-002-STD	**Topical Area:** **Enterprise Software Platform**
Document Type:	Enterprise Standard	**Page:** 1 of 2
Title:	**Office Productivity Software Suite Standard**	
Effective Date:	09/30/02	**Revision Date:** 02/28/2003
POC for Changes:	GTA Technology Office – Chief Architect	
Synopsis:	Establishes an office productivity suite software standard.	

PURPOSE

To ensure that compatible linked office software suites present the same "look-and-feel" to the user, maximize productivity, and minimize training expense. A suite lets you reuse components in different programs. The spelling checker in Word is the same spelling checker in Excel. Integration allows formatted data to be transferred easily from one program in the suite to another. A suite offers a significantly lower total cost of ownership (TCO) due to using a single install routine. The components interoperate because they are developed together and form a runtime platform. There are global configurations that apply to all components in the suite, making configuration and customization easier. Suites also reduce the complexity of license management by reducing the number of licenses per user from a series of product licenses to a single license.

SCOPE

All Agencies as that term is defined in O.C.G.A. Section 50-25-1.

STANDARD

Newly purchased and deployed office software suites shall comply with this standard.

The approved standard includes the GTA approved technology standards for standard operating system, network directory services, and electronic mail-messaging for desktop and notebook computers, including the Graphical User Interface functionality and compatibility among all tools in the office suite. RTF – Rich text format, Comma Delimited and integrated import and export support are included.

Products:

Latest service pack releases of **Microsoft Office XP Professional** software programs, which consist of the following:

1. Microsoft Word 2002
2. Microsoft Access 2002
3. Microsoft Excel 2002
4. Microsoft Outlook 2002
5. Microsoft PowerPoint 2002

Note: GTA is continuously reviewing products for inclusion under the standard.

REVIEW CYCLE

6 month full review with continuous monitoring

GUIDELINES

Justification:

A large percentage of the state will have to upgrade their office suite to comply with the standard. It is in the state's best interest to reduce the number of office suite migrations due to the cost. Office XP is not a major change in the code base. It is more of a rearrangement and a better way to get to features. The file format does not change between Office 2000 and Office XP. The products of this suite provide the full scope of required functions and are fully compatible with Microsoft Exchange. They are the most commonly used products our trading partners and businesses use. Adopting the Microsoft suite allows the most reliable transfer of material between agencies, business partners and citizens.

Technical and Implementation Considerations:

The approved desktop and notebook/laptop computers will execute the approved product with acceptable performance levels. The Microsoft Office XP Professional suite represents a powerful software product with a host of features and functions that many users will not use without proper training. A key management procedure will have to be implemented to secure the state's key used to register the Office XP suite.

Emerging Trends and Architectural Directions:

The office products will continue to evolve towards Web Services components that can be easily rearranged to produce tools for office automation. Voice response is included in Office XP, but the recognition rate still needs improvement. This aspect will continue to get better with time and faster, more powerful computers.

Agency Deployment of MS Access 2002 Database:

Agencies should carefully consider whether it is appropriate to deploy MS Access as part of their standard image to User workstations due to productivity, security and support issues related to the unregulated proliferation of Access databases by end users.

TERMS AND DEFINITIONS

"Office Suite" or "Office Productivity Suite" – Office productivity programs or software designed to perform ordinary office functions, including word-processing, spreadsheet analysis, and presentation graphics support in an integrated environment.